



# CITY OF DUBLIN

City Offices, 100 Civic Plaza, Dublin California 94568

PERMIT NO. \_\_\_\_\_

## FILM / PHOTOGRAPHY PERMIT APPLICATION

This request is for the issuance of a permit for the right to film still or motion picture on public property within the City of Dublin, California. Activities on private property MAY be subject to other types of approval. Please print or type:

Name of Production Company: \_\_\_\_\_ Title of Production \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Location Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Pager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

### TYPE OF PRODUCTION:

- ☐ Feature Film      ☐ T.V. Series/Movie      ☐ T.V. Commercial      ☐ Documentary  
☐ Video      ☐ Still / Photography      ☐ Other \_\_\_\_\_

**ON A SEPARATE SHEET OF PAPER, PLEASE PROVIDE THE FOLLOWING INFORMATION:  
DATE AND TIME OF ACTIVITIES, LOCATION(S), AND DESCRIPTION OF THE PROJECT  
INCLUDING ANY PROPOSED STREET CLOSURES OR OTHER IMPACT ON THE CITY'S  
PROPERTY.**

Total days \_\_\_\_\_ Total personnel \_\_\_\_\_ Total vehicles & equipment \_\_\_\_\_

Generator \_\_\_\_\_ Cars \_\_\_\_\_ Trucks \_\_\_\_\_ Motor Homes \_\_\_\_\_ Other \_\_\_\_\_

Pyrotechnics \_\_\_\_\_ Pyrotechnician \_\_\_\_\_ License # \_\_\_\_\_

Police Required \_\_\_\_\_ Fire Dept. Required \_\_\_\_\_ Other Required \_\_\_\_\_

Other Provisions: \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*Provide insurance certificate. Work in the public right of way requires additional insured endorsement for the City of Dublin.*

Company Representative \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

Police \_\_\_\_\_ Date \_\_\_\_\_

Fire \_\_\_\_\_ Date \_\_\_\_\_

Public Works \_\_\_\_\_ Date \_\_\_\_\_

Planning \_\_\_\_\_ Date \_\_\_\_\_

## **CITY OF DUBLIN**

### **FILMING GUIDELINES**

1. Permittee shall comply with all applicable conditions of the City's standard encroachment permit, including, but not limited to, requirements for traffic control, compliance with all Federal, State, and Local regulations, restoration of facilities, and notification of utilities and agencies affected.
2. The City of Dublin's Film Permit grants permission to film only on the real property or streets owned, leased, and/or controlled by the City of Dublin. Activities conducted on private property require permission of the property owner and may be subject to zoning approval. Please inquire before beginning work. This Film Permit is not transferable and shall be in the possession of the permittee while on location.
3. This permit is issued specifically for the number of days indicated on the application and terminates as of \_\_\_\_\_. If activities continue beyond that date, a new permit or permit extension shall be obtained, and additional charges may apply.
4. The Film Permit is granted subject to the terms and conditions stated herein. Failure to comply with these terms and conditions constitutes grounds for revocation of the Film Permit..
5. Fire Permit Required: A fire permit is required to film special effects and stunts using pyrotechnics and/or materials deemed hazardous (including fireworks, explosives, and open flames). A Fire Department representative shall be present while pyrotechnics are on location. All Fire Department costs shall be reimbursed by permittee.
6. Police Review: City of Dublin Police Services review of the proposed activity is required prior to issuance of the Film Permit. Any Police costs shall be reimbursed by the permittee. **THE PERMITTEE IS REQUIRED TO PROVIDE ANY TRAFFIC CONTROL PERSONNEL REQUIRED UNDER THE CONDITIONS OF THE FILM PERMIT.**
7. Zoning Review: A Temporary Use Permit or Zoning Clearance may be required depending on the scope of work and whether any offices, trailers, storage containers, signage, etc. are proposed to be located on either public or private property at the site.
8. Fees: The minimum charge for a film permit is \$248.00. The basic fee provides for Public Works inspection of traffic control and site restoration. Additional fees may apply depending on the scope of the project; e.g., number of days and locations involved and whether any reconstruction of City facilities is required. Activities in parks or buildings are subject to the established fees for use of those facilities. The minimum charge for a Temporary Use Permit is \$200.00. Additional Planning fees may apply depending on the scope of the project.
9. Insurance and Indemnification: An insurance certificate indicating public liability and Workers' Compensation insurance is required. The minimum public liability coverage is \$1,000,000. The certificate must name the City of Dublin and its employees and agents as additionally insured.
10. Time Restrictions: The standard working hours for the Film Permit will be weekdays from 7:30 a.m. to 5:30 p.m. Lane closures will not be allowed on major arterials (e.g., Dublin Boulevard, San Ramon Road, Dougherty Road, Tassajara Road) during peak commute hours of 7:00 a.m. to 9:00 a.m. and

3:30 p.m. to 6:30 p.m. Work outside the above hours is subject to negotiation and may be allowed with specific written permission of the Public Works Director.

11. Notices Prior to Filming: Permittee shall provide residents and businesses in proximity to film location(s) with no less than a one-week written notification of the film production. The notice and the area to be notified shall be approved by the Public Works Director. Notification shall include the permittee's name, contact personnel, telephone numbers, and a description of the project impact, including any parking or roadway restrictions and duration of the project.
12. Parking: Parking locations shall be designated and approved by the City of Dublin Public Works Department. Production vehicles shall exhibit visible identification while on location. If private property parking is to be used, the express written permission of the property owner shall be obtained and a copy provided to the City.
13. Alterations to City Property: Any alterations or impacts to City property shall be approved in writing prior to the work taking place, and all alterations or modifications shall be removed and the site restored to its original condition following the project. The City of Dublin shall determine acceptability of restoration work. If permittee fails to restore the site, the City will perform the work and the permittee will be liable for all costs plus administrative fees.
14. ALTERATIONS TO PUBLIC SAFETY DEVICES SUCH AS TRAFFIC SIGNS OR SIGNALS, STREET LIGHTING, OR ROADWAY MARKINGS **WILL NOT BE ALLOWED**. DAMAGE TO ANY OF THESE DEVICES SHALL BE REPAIRED OPERATIONALLY AT ONCE AND PERMANENTLY WITHIN 48 HOURS OR AS REQUIRED BY THE CITY.

**PLEASE NOTE THAT ADDITIONAL CONDITIONS MAY BE IMPOSED DEPENDING ON SCOPE AND LOCATION OF PERMITTEE'S ACTIVITIES.**